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ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 70-6

LI 70-6
RECORDS AND CORRESPONDENCE
5 July 1968

SUBJECT : Records Maintenance and Disposition

REFERENCE: dated 25 September 1963

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1. PURPOSE

This Instruction prescribes for the efficient maintenance of records created to substantiate the operations, organization, policies, and activities of the Office of Logistics, and their orderly retirement or destruction at the expiration of established retention periods.

2. SCOPE

The provisions of this Instruction apply to all records accumulated in the day-to-day activities of the various elements of the Office of Logistics.

3. DEFINITIONS

a. Records

See definition in dated 25 September 1963

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b. General Correspondence Files

Normally include memoranda, dispatches, studies, reports, and other material of an administrative or policy nature, to which reference is made by subject rather than by item, serial number, project or code.

c. Cutoff or Cutoff Period

A specified period or time at which folders or records are broken and new folders or groups of records begun.

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d. Retirement

Transferring of noncurrent records which are not eligible for destruction, but are no longer needed for daily operations, to a records center or holding area. (See paragraph 5b for procedure to be followed.)

e. Destruction

Destruction by burning of records on which the retention period has expired. This may be done in the office of origin or current file area, if properly authorized, or by the records center if the records have been previously retired.

f. Vital Records

Current documents or record material (or copies thereof) which are placed in a designated repository and which are essential to the continued operation of the Office of Logistics on an emergency basis, and the destruction of which would constitute a serious or irreplaceable loss. Vital records (see LI 70-5) should not be confused with permanent record material or records in the custody of the CIA Records Center.

4. RESPONSIBILITIES

- a. The responsibility for establishing and directing a records program is delegated to the Executive Office. A Records Officer is designated, who will furnish assistance and act as liaison on all matters concerning records.
- b. It is a responsibility of all operating units to create and maintain their records by the most efficient and economical methods, and to implement Records Control Schedules and other regulations and procedures concerning records.

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5. PROCEDURES

a. Records Control Schedules

- (1) Records Control Schedules have been approved for all Logistics components. These schedules include Schedule Numbers, Item Numbers, File Identification and General Description, and Disposition Instructions. Two copies of the schedules are furnished each division, and a copy should be readily accessible in each branch, or section, as appropriate, and should be implemented as retention periods expire.
- (2) Changes in contents, file series, methods of filing, cutoff dates, retirement dates, retention periods, and new series of records should be reported promptly to the Records Officer for inclusion in periodic revisions of the Records Schedules.

b. Records Retirement

After expiration of the retention period in the current file area, the following steps shall be taken:

- (1) To initiate the retirement of the files to the Agency Records Center, the Records Custodian will prepare and submit to the Area Records Officer an original and four copies of Part I of Form 140, Records Retirement Request. The description of the records must be exactly the same as the description contained in the approved Records Control Schedule. (See "Guide for Records Retirement" pamphlet dated March 1966.)
- (2) Upon receipt of one copy of the Records Retirement Request, Form 140, with an accessioning job number printed in the upper right-hand corner, the Records Custodian is authorized to pack the boxes for retirement. As the records are boxed, prepare a Records Shelf List, Form 140a, in sufficient detail for easy identification in the case of future reference. An original and one copy of the Records Shelf List must be sealed in an envelope and taped to the top of the number one box. (Complete Records Storage Box Label (Form No. 14) and place label in the upper left-hand corner of the end.)

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- (3) If the total number of boxes in the retirement does not exceed ten, they may be sealed securely and arrangements made with the Logistics Registry for pick-up by the building courier.
- (4) If the total number of boxes exceeds ten, the Records Officer will arrange with the Records Center for a direct pickup. These boxes will be courier accompanied and thus can be closed merely by interlocking the flaps. Sealing is not required when the transfer of records is made by special truck.

c. Destruction

- (1) Classified records (except Top Secret) eligible for destruction in the current file area shall be placed in the classified trash or destroyed by burning. All existing security requirements shall be observed.
- (2) When records are destroyed at the point of origin or current file area, a certificate of destruction (see attachment) shall be prepared and forwarded to the Records Officer.

d. Service Requests to Records Center

- (1) Form No. 490 shall be used to request the return of individual documents, folders, or boxes from the Records Center.
- (2) All material recalled from the Records Center should be suspended and returned to the center with notation of the applicable Job Number and Box Number.
- (3) The Logistics Registry will arrange for priority service when it is deemed justifiable.

e. Records Maintenance

- (1) Records shall be maintained at centralized locations convenient to each organizational component. Related material should be filed together, or cross referenced in a feasible manner to groups of files to which they bear a relationship.

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- (2) Subject correspondence shall be filed in accordance with the Agency Subject Filing System prescribed by Handbook No. [] with adaptations appropriate to Logistics records. Exceptions to the use of the Agency prescribed system will require approval by the Records Officer.

- (3) The yellow official file copy of correspondence, with background material, shall be filed at the signing level, with the exception of case files specifically supporting the operations of a lower component. Examples of such exceptions are: contracts, leases, TVA's and personnel matters pertaining to an individual.

f. Filing Equipment

[] dated 9 August 1960 provides for standardization and conditions under which filing equipment and supplies will be requested and utilized. Requesting officials shall ensure that the conditions set forth in the handbook are met before submitting requisitions to the Records Officer for certification.

[]
GEORGE E. MELOON
Director of Logistics

Attachment:
As stated

OL/EO/R&SB/[] : vhm

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ATTACHMENT
to
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CERTIFICATE OF DESTRUCTION

The following records have been destroyed in accordance with existing security requirements and the provisions of approved records control schedules:

<u>Schedule No.</u>	<u>Item No.</u>	<u>Inclusive Dates</u>
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<u>No. of Feet of Records</u>	<u>Title and Description</u>
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Date Destroyed:

Signature:

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